



## Assistant Program Supervisor - Pretrial

### Details

Job ID : 248

**Title :** Assistant Program Supervisor - Pretrial

**Job Code :** 820

**Salary :** \$2,185.00 (Monthly)

**Grade :** 8

**Tenured :** YES

### Job Departments

- Pretrial Services

### Purpose

RESPONSIBLE FOR PROVIDING ASSISTANCE WITH THE SUPERVISION OF PRETRIAL SERVICES, CONDITIONAL RELEASE AND INSURANCE MONITORING STAFF. AS WELL AS ALL PRETRIAL OFFICER DUTIES WHICH INCLUDE CONDUCTING INTERVIEWS AND ASSESSMENTS WITH DEFENDANTS AND MAKING RECOMMENDATIONS TO TRIAL COURTS FOR PRETRIAL RELEASE WITH SUPERVISION AND DIVERSION

### Required Qualifications

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 1 Year of Related Experience

### Job Required Knowledge

- 1 YEAR OF RELATED EXPERIENCE MUST BE IN PRETRIAL SERVICES OR CLOSELY RELATED FIELD
- KNOWLEDGE OF COURT SYSTEM, SUBSTANCE ABUSE OR RELATED COMMUNITY RESOURCES
- EXPERIENCE AS FOLLOWS MAY SUBSTITUTE FOR DEGREE: EXPERIENCE WITH A SOCIAL SERVICE AGENCY, COURT AGENCY, SOCIAL WORK OR TREATMENT/CASE MANAGEMENT WITH COURT PROGRAMS, MENTAL HEALTH OR SUBSTANCE ABUSE FIELDS.

### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- MUST BE ABLE TO WORK WITH MINIMAL SUPERVISION
- APPEAR IN COURT AS NEEDED
- PREPARE AFFDAVITS OF INDIGENCY FOR THE COURTS

### Job Preferred Knowledge

- SUPERVISORY EXPERIENCE

### Job Duties

- PROVIDE ASSISTANCE WITH THE SUPERVISION OF PRETRIAL SERVICES, CONDITIONAL RELEASE AND INSURANCE MONITORING STAFF
- CONDUCT BACKGROUND INTERVIEWS WITH DEFENDANTS DETAINED IN LOCAL JAILS WITHIN TWELVE HOURS OF ARREST
- MAKE RECOMMENDATION TO TRIAL COURTS FOR RELEASE WITH SUPERVISION AND DIVERSION
- PRESENTING VERIFIED INFORMATION TO THE TRIAL COURTS TO DETERMINE THE APPROPRIATE TERMS UNDER WHICH PRETRIAL RELEASE CAN BE MADE
- ASSIST WITH CONDITIONAL RELEASE OF DEFENDANTS AND MONITORING OF RELEASED DEFENDANTS
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- SOME TRAVEL IS REQUIRED